

## Section for Child Care Regulation

### CHECKLIST FOR INITIAL APPLICANT(S) FOR A CHILD CARE HOME LICENSE

The Section for Child Care Regulation (SCCR) begins a licensing inspection when the owner signs and submits a completed application for licensure. If not privately owned, the board president, chairperson, or designee must sign the application (See application instructions). The application is valid for six (6) months. The applicant must read and become familiar with licensing rules. All required documentation must be accepted and approved by SCCR. The inspection will determine if the applicant complies with licensing requirements.

#### The applicant shall submit the following documents:

- ☐ A completed application.
- ☐ A diagram, sketch or floor plan of the facility that shows the arrangement of the indoor space; location of toilet and handwashing sinks, kitchen, and exits. The space will be measured by the Child Care Facility Specialist and the applicant to determine official capacity.
- ☐ A diagram or sketch of the outdoor play area that shows fencing, placement of permanent equipment, and access to the play area from the facility.
- ☐ Written policies regarding program goals, admission, safe sleep practices for children less than one (1) year of age, care, and discharge of children.
- ☐ A written description of child care practices, including discipline and guidance policies.
- ☐ Completed emergency preparedness plan. (A copy should be available in all areas used for child care and business space.)
- ☐ Completed safe sleep policy.
- ☐ A schedule of planned daily activities for day and /or nighttime care.
- ☐ A sample weekly menu.
- ☐ An itemized list of available materials and equipment to be used by the children.
- ☐ Sample forms used in the daily operation of the facility that are not supplied by the SCCR.
- ☐ If not privately owned, a copy of the Articles of Incorporation, Certificate of Incorporation, Annual Registration and Certificate of Good Standing from the Office of the Secretary of State or Operating Agreement listing the members/ownership, if an LLC or other legal entity.
- ☐ Approved assistant(s) who may be used at any time during the licensing period.
- ☐ Other information required by the SCCR to make a determination regarding licensure of the facility.

**Note: Please keep a copy of all submitted documents for your records.**

#### The applicant must have verification of the below on file at the facility for adults:

- ☐ Applicant's completed medical examination report and TB risk assessment or TB test result as required; and
- ☐ Completed medical examination reports and TB risk assessment or TB test results for any assistant and/or volunteer who is present at the facility more than 20 hours per month.
- ☐ Required screening results for Child Abuse/Neglect (CA/N) and Criminal Record Review (CRR) for applicant, household members 18 years and older, and assistants. The Family Care Safety Registry forms may be used to obtain these screenings.

- ☐ Evidence of completion of department-approved safe sleep training.
- ☐ Evidence of age-appropriate CPR/First Aid certification on file for applicant and assistants.
- ☐ Verification of current Class E, CDL or Commercial Driver's license for all adults who transport children.

**The applicant must have verification of the below on file at the facility for children in care:**

- ☐ A completed enrollment form, which includes identifying information, field trip permission, and emergency care instructions.
- ☐ A report for each child in care (including school-age) that indicates the child has completed, is in the process of completing, or is exempt from age-appropriate immunizations.
- ☐ A medical examination report completed as required for each infant, toddler, or pre-school child.
- ☐ A health report completed by the parent for school-age children that includes health history, current health problems, and any restrictions necessary for care.
- ☐ A written diet plan for each infant and toddler, if applicable.
- ☐ An Individualized Care Plan, if applicable, for all children who have special needs that are not identified on the medical examination report.

**The SCCR will obtain the following documents prior to licensure:**

- ☐ Evidence of compliance with state fire safety requirements.
- ☐ Evidence of compliance with state sanitation requirements.
- ☐ References from two individuals not related to the applicant if the facility is not incorporated.
- ☐ References from two individuals not related to the assistant.